

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Chief, Personnel Division

DATE: 21 August 1950

FROM : Chief, Fiscal Division

SUBJECT: Tardiness of Transmission of SF 50 for Employees Entering on Duty

1. This office has received numerous verbal queries and complaints, on behalf of employees who entered on duty with the agency during the pay period 23 July and 5 August 1950, concerning non-receipt of salary checks due 18 August 1950.

2. The reason no payments were made is that this office was not in receipt of applicable Standard Forms No. 50 in sufficient time to permit the payrolling of the employees concerned. The cut-off time for payroll preparation is necessarily the close of business on the Tuesday following the close of each pay period. It is, therefore, necessary that Forms 50 reach this office no later than the cut-off time to insure appropriate payment action in connection with the individuals concerned.

3. There follows a listing of several of the cases referred to above:

<u>NAME</u>	<u>EOD</u>	<u>FORM 50 REC'D BY FISCAL</u>
	7/31/50	11 August 1950
	7/31/50	14 August 1950
	8/1/50	14 August 1950
	8/3/50	14 August 1950
	8/1/50	11 August 1950
	8/2/50	11 August 1950
	7/31/50	11 August 1950
	8/1/50	11 August 1950

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4. Your cooperation in expediting the transmission of Forms to the Fiscal Division will be appreciated.

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This memorandum was never released, at the request of Mr. [redacted]; however, Mr. [redacted], Personnel Relations Division, was called in and the memorandum was gone over with him in detail. Mr. [redacted] was called by telephone and informed of the Fiscal deadline that must be observed in compliance with Treasury Department, Division of Disbursements, needs.

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